

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	04	Title: Physical Security
Document:	04	Title: Security Guards

## 1. STANDARD

Computer facilities and other work areas containing sensitive information will be controlled by security guards outside of regular business hours, or when adequate staff for proper control is not available.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

Provide adequate safety and security for ISD personnel and facilities.

### 1.3. Scope

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

ISD will provide security guards, for any areas under the standard, during times that adequate security cannot be provided by ISD personnel.

### 1.7. Implications

ISD will determine what physical areas need twenty-four hour security protection and will contract with adequate providers to render this service. The service level will be monitored.

### 1.8. References

### 1.9. Attachments

## 2. SECURITY GUARD PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

2.2.1. Using risk analysis procedures, ISD will determine what physical areas require twenty-four hour security protection, and the level of that protection.

2.2.2. ISD Security will contract with security guard vendors to provide the level of protection required for any physical area determined to need such protection.

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2.2.3. ISD will periodically monitor the performance of contracted security guards to verify proper performance.

### 2.3. References

### 2.4. Attachments